**Competency Assessment**

**Project 7-1: Elevator Communications**

**Montgomery, Slade & Parker uses elevator communications for in-house announcements, invitations, and other employee relations documents. In each elevator, a durable 81/2”** \_ **14” clear plastic frame has been installed in which announcements can be inserted and changed on a regular basis. Create a document for approval that recognizes employee award winners and invites employees to a reception to honor these award winners.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *congratulations*** from the data fi les for this lesson and **SAVE AS *elevator\_com*** in your USB flash drive in the lesson folder.

**2.** In the Page Background group, in the Page Layout tab click the **Page Color** menu. In the Theme Colors section, select **Olive Green, Accent 3, Lighter 60%**.

**3.** Click the **Page Borders** button. In the Borders and Shading dialog box, click **Shadow** in the Setting section. Click the **Width** menu and choose **3** pt. In the Color section, select **Olive Green, Accent 3, Darker 50%**. Click **OK**.

**4.** In the Page Setup group in the Page Layout tab, click the **Size** menu and select **Legal**.

**5.** Launch the **Page Setup** dialog box and click the **Layout** tab. In the Page section, change the Vertical Alignment to **Center**.

**6. SAVE** the document in your USB flash drive in the lesson folder and then **CLOSE**.

**LEAVE** Word open for the next project.

**Project 7-2: Reference Letter**

**A former employee at Flatland Hosting Company has asked for a reference letter.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *reference\_letter*** from the data fi les for this lesson and **SAVE AS *jasmine\_reference*** in your USB flash drive in the lesson folder.

**2.** In the Page Layout tab, in the Themes group, click **Themes** and click **Origin** from the gallery menu.

**3. SAVE** the document in your USB flash drive in the lesson folder and then **CLOSE**.

**LEAVE** Word open for the next project.

**Proficiency Assessment**

**Project 7-3: Letterhead**

**Create a new letterhead for the Flatland Hosting Company.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** a new blank document and **SAVE AS *FHCletterhead*** in your USB flash drive in the lesson folder.

**2.** In the Insert tab, in the Header & Footer group, insert the **Tiles** built-in header and key the document title as **Flatland Hosting Company**. **Bold** the text and change the size to **18 pt**.

**3.** Right-click the **Content Control**, **Year**, and click **Remove Content Control**.

**4.** Insert the **Tiles** built-in footer and key the company address as **1234 Grand Street, Forest Grove, OR 97116**. Select the page number and press the **Delete** key. Close the Header and Footer.

**5. SAVE** the document in your USB flash drive in the lesson folder and then **CLOSE**.

**LEAVE** Word open for the next project.

**Project 7-4: Two-Page Resume**

**Your friend Mike has revised and added some information to his resume, and it is now two pages long. Update the formatting to include a header and footer.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *mzresume2*** from the data fi les for this lesson and **SAVE AS *mzresume2updated*** in your USB flash drive in the lesson folder.

**2.** In the Page Layout tab, click the **Margins** menu and select **Custom Margins**. In the Page Setup dialog box, change the top, bottom, left, and right margins to **1.25”**.

**3.** Click **OK**.

**4.** In the Insert tab, in the Header & Footer group, click the **Header** menu and select **Stacks**.

**5.** In the header document title, key **Resume of Michael J. Zuberi**.

**6.** In the Options group, click the **Different First Page** box.

**7.** In the Navigation group, click **Next**. In the Header & Footer group, click the **Footer** button and select **Stacks**.

**8.** Select the **Content Control**, **[Type the Company Name]**, and right-click and **Remove Content Control**. Close the Header and Footer.

**9. SAVE** the document in your USB flash drive in the lesson folder and then **CLOSE**.

**LEAVE** Word open for the next project.

**Mastery Assessment**

**Project 7-5: Postcard**

**It’s soccer season again, and the YMCA is sending out postcards to all participants who played last season.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *soccer*** from the data fi les for this lesson and **SAVE AS *postcard*** in your USB flash drive in the lesson folder.

**2.** Customize the page size to **4” x 6”**, the orientation to **Landscape**, and the margins to **Narrow**.

**3.** Insert a page border and add a red double-line page border with a box setting and set the width to **3/4 pt**.

**4.** In the Fill Effects dialog box select **One Color** in the Color 1 section and select **Red, Accent 2, Lighter 80%**. In the Shading styles section, select **Diagonal up**. Under Variants, click the sample **horizontal** pattern in the lower-right corner.

**5.** Add a **Custom Watermark** in the Text watermark section and replace ASAP with **YMCA SOCCER**. Click the **Horizontal** button and click **OK**.

**6. SAVE** the document in your USB flash drive in the lesson folder and then **CLOSE**.

**LEAVE** Word open for the next project.

**Project 7-6: Thank-You Card**

**Create thank-you notes that match the style of Mike’s new two-page resume.**

**GET READY. LAUNCH** Word if it is not already running.

**1.** Create a new blank document and **SAVE AS *thankyou*** in your USB flash drive in the lesson folder.

**2.** Customize the page size to **5.5” x 8.5”**, leave the orientation at the default, and change the margins to **narrow**. The goal is to format the document appropriately and fold the document in the middle so that the text, Thank You, will be on the front of the note card.

**3.** Refer to the built-in footer used in the ***mzresume2updated*** document and insert that footer in your current document. In the Content Controls placeholder, key **Thank You**. For consistency, use the same font, size, and style as Michael J. Zuberi’s name on the resume.

**4. SAVE** the document in your USB flash drive in the lesson folder and then **CLOSE**.

**CLOSE** Word.